

# WFAL

## Help Wanted

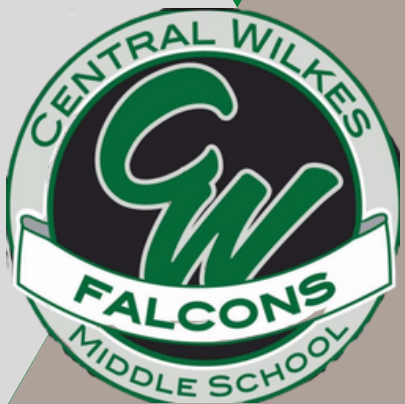
More on WFAL...

Questions?

[hollemank@wilkes.k12.nc.us](mailto:hollemank@wilkes.k12.nc.us)



Do I have what it takes to be  
part of the WFAL Crew?



# Student Producer

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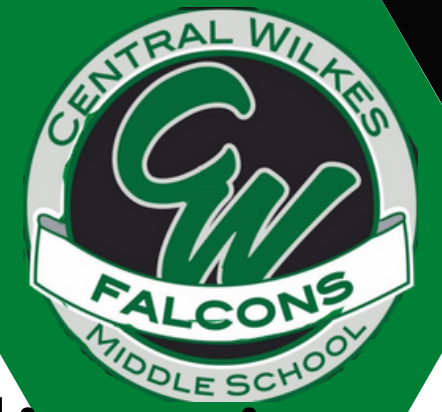


quiet on  
the set!

This position requires an organized student with time management and technology skills whose able to led other students.

- Replace absent members. Ask your Production Assistant to call all members.
- Work with technical director to sound check both cameras and computer.
- Keep time and announce “2 minutes to show time” at 7:58. Cue beginning of the show, “Quiet on the set. Stand by, 3, 2, 1” at 8:00 to cue music.
- Watch clock for “Moment of Silence.” Cue start again after 30 seconds.
- Watch on TV and recommend changes to improve broadcast. Report observations and evaluations after the show.



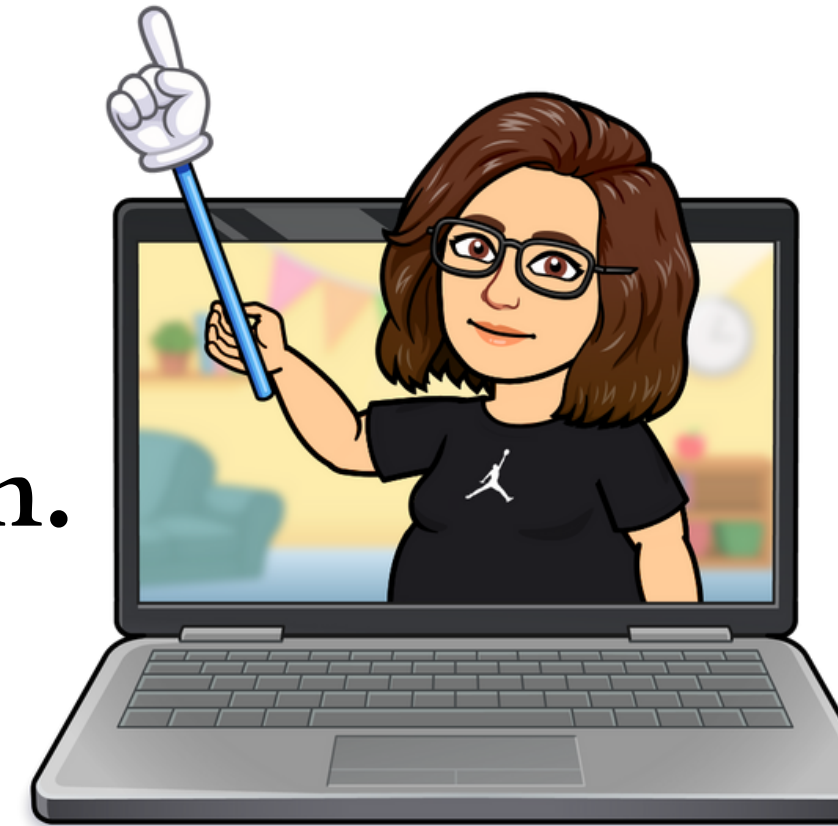


# Assistant Student Producer

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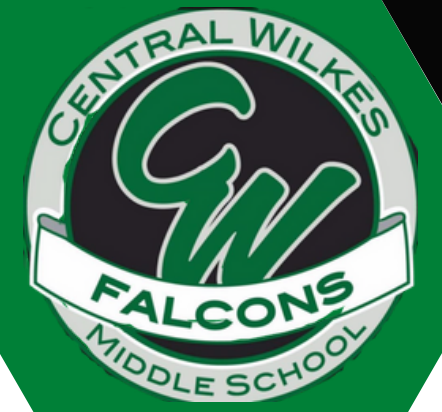
This crew member should be energetic and good at following directions. S/He will also organize speakers who are to be on camera.

- Get announcements from Ms. Holleman and give them to the anchors.
- Update the script as requested by the anchors as you plan.
- Write up script of the day and make sure each person knows their part.
- Turn off the computer and TV after the show.
- Make sure the scrolling announcements have been changed to correct color and the information on the slides have been updated.  
(You must watch one whole cycle of scrolling announcements before you leave.)



# Camera Operator

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- Move camera into position.
- Turn on camera.
- Make sure camera has enough battery power and minutes left on the tape for the show.
- Zoom, pan, or tilt to set up first shots.
- Be prepared for camera sound check from Executive Producer or Student Producer and Technical Director.
- Listen to script to follow the action of the show. Have coorelating captions ready.
- Turn off camera. Put camera away carefully to charge for the next day.



# Co-Anchors



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This student should be outgoing and possess good speaking skills.

- Work with partner anchor to personalize script outline for the WFAL News Show.
- Proofread script you have created on the WFAL News Show.
- Coorelate with camera operator and Audio/Visual Operator.
- Dress appropriately. (Neat and Clean)
- Speak clearly, loudly, and with expression!

Remember to SMILE!



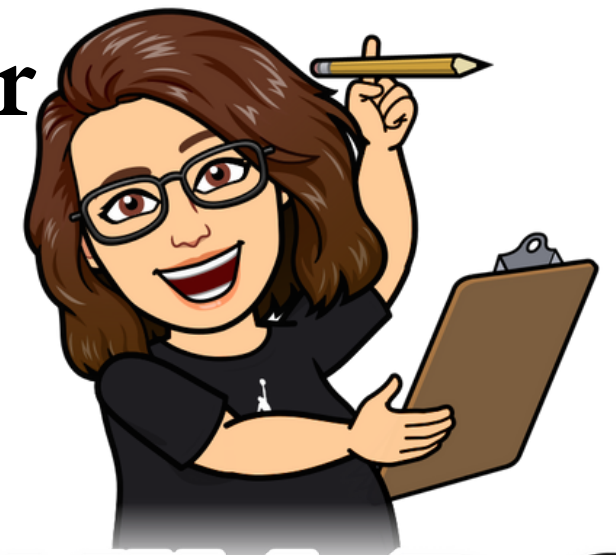


# Technical Director

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- Start the broadcast on Youtube after you are cued by Switcher.
- Conduct camera and computer sound check with the Producer before the show begins. TV monitor (on wall) should be on MUTE for sound checking cameras.
- Prepare set (with table and chairs ready) for broadcast.
- Set up and turn on microphone for guest speaker.
- Work with camera operator to prepare the guest reader for the show.
- Turn off TV monitor once show ends.
- Work with Producer to help in any other way necessary

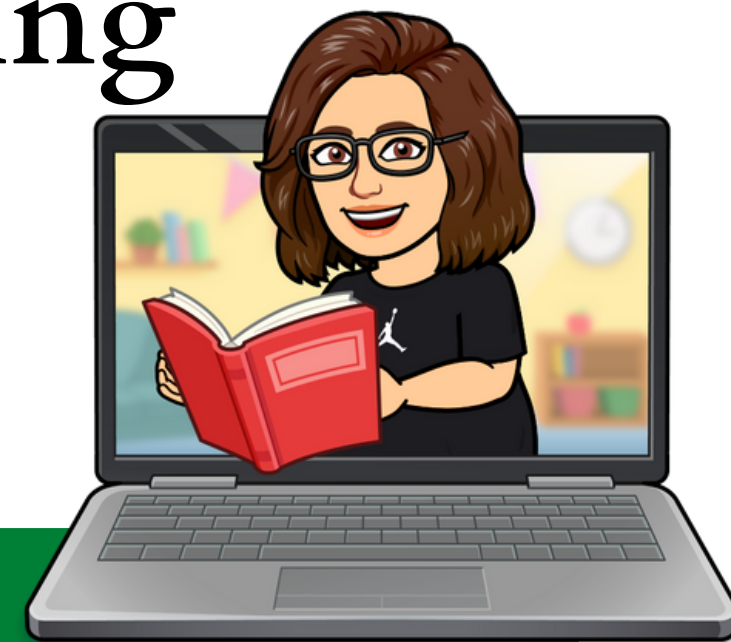


# Audio/Visual Operator

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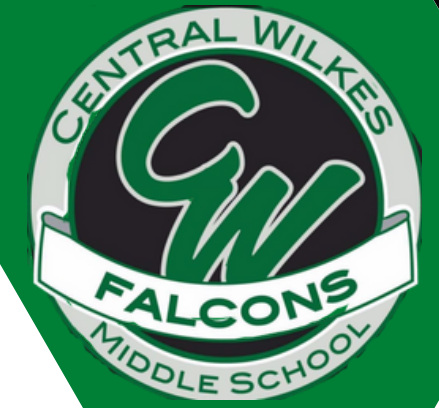
- Understand script and follow script order and directions insuring you have a coordinating slide or video for each topic.
- Cue up music for opening/closing song. (Make sure that the music has been approved by Ms. Holleman.)
- Run slides on the laptop during show, including beginning slides, Pledge, any special slides or movies, and the closing slide.





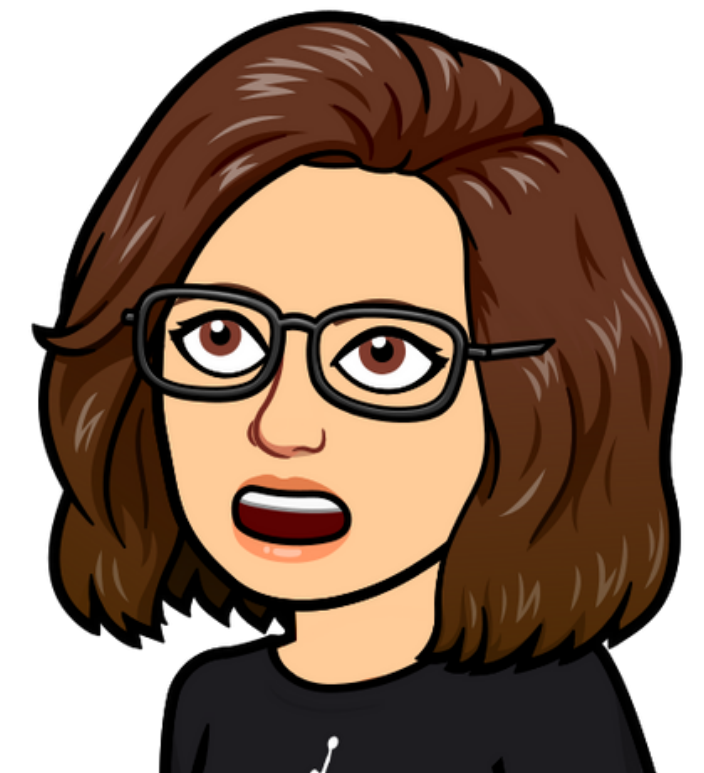
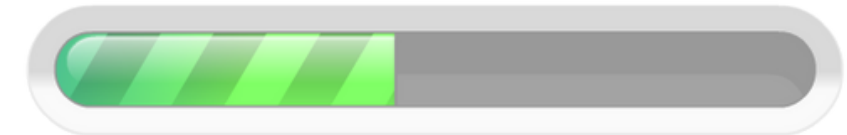
# 4 Creative Assistants

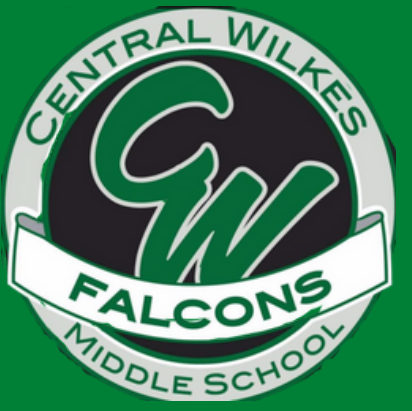
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- Assist Student Producer to prepare material for shows, beyond opening and closing slides and slides for the Pledge.
- Work with counselors, Gear-Up Coordinator, and media coordinator to share important events, holidays, skills and information as special spots

THINKING...





# Which job is your best fit?

Pick up an application in  
the media center today!

